



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

AGENDA – BOARD OF ALDERMAN MEETING

DATE: Tuesday, November 21, 2023

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	☐ Present	☐ Absent
Aldersperson Don Hagans	☐ Present	☐ Absent
Aldersperson Bruce Robertson	☐ Present	☐ Absent
Aldersperson Lynn Smith	☐ Present	☐ Absent
Aldersperson Terry Smith	☐ Present	☐ Absent

2. Pledge of Allegiance & Thought

3. Recognize Visitors

4. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

5. Presentations, Announcements, Recognitions and Proclamations.

Informational only; no action to be taken.

ACTION ITEMS

6. Consider Consent items:

The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

- a. Meeting Minutes for November 7, 2023
- b. October 2023 Financials
- c. October 2023 Utility Report
- d. November 23 Sales Tax Report

7. Discuss with Possible Action –Arch Technical Services, LLC (dba ATS Engineers, Inspectors & Surveyors) service agreement.

8. Discuss with Possible Action – Application for LCRA Grant Funding.

9. Discuss with Possible Action – Upcoming LCRA Steps Forward Day 2024.

DISCUSSION / INFORMATION ITEMS

10. Personnel-

- a. City Administrator
- b. Residency Requirements

11. Review Planning and Zoning Commission Recommendations to BOA
12. Review assignments for the Planning and Zoning Commission
 - a. Review of current Planning and Zoning assignments
 - i. Commercial Zoning planning
 - b. The next P&Z meeting is scheduled for December 7, 2023.
13. Legislative Updates
14. Drainage Issues
15. Water Storage Tank Project Report
16. Review Water System –
 - a. Maintenance and Operations Issues
 - ii. Winter Preparations
 - b. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15% Mandatory Water Restrictions
 - c. Drought Contingency Plan
17. Review Solid Waste Services
18. Mayor's Reports
 - a. Codification Project Update
 - b. Accounting Software Conversion Project

19. Aldermen Comments

Next regular meeting – Tuesday December 5, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Posted: November 16, 2023

CERTIFICATION OF POSTING

I, LEZLEY BAUM, CERTIFY THAT THE FOREGOING AGENDA HAS BEEN POSTED AT HIGHLAND HAVEN CITY HALL, 510 HIGHLAND DRIVE, SUITE A; HIGHLAND HAVEN, TX ON THE INDOOR AND OUTDOOR NOTICE BOARDS OF CITY HALL WHICH ARE ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THE CITY WEBSITE AT WWW. HIGHLANDHAVENTX.COM ON THURSDAY, NOVEMBER 16, 2023, BY 5:00 PM AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

Lezley Baum, City Secretary

THIS MEETING SHALL BE CONDUCTED PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.001 ET SEQ. AT ANY TIME DURING THE MEETING THE BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ANY OF THE ABOVE POSTED AGENDA ITEMS IN ACCORDANCE WITH THE SECTIONS 551.071 (Advice of Counsel), 551.072 (Real Property), 551.073 (Gifts or Donations), 551.074 (Personnel), 551.076 (Security), 551.087 (Economic Development) and/or 418.183 (Homeland Security).



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

MINUTES – BOARD OF ALDERMAN MEETING

DATE: Tuesday, November 7, 2023

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	✓Present	☐ Absent
Aldersperson Don Hagans	✓Present	☐ Absent
Aldersperson Bruce Robertson	✓Present	☐ Absent
Aldersperson Lynn Smith	✓Present	☐ Absent
Aldersperson Terry Smith	☐ Present	✓Absent

Mayor Kelley opened the meeting at 7:00 pm.

2. Pledge of Allegiance & Thought

Mayor Kelley led in the Pledge of Allegiance.

3. Recognize Visitors

No visitors were present.

4. Announcements, Proclamations or Recognition

5. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

ACTION ITEMS

6. Consider Consent items:

The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

- a. Meeting Minutes for October 17, 2023

Motion to approve consent items made by Lynn Smith, seconded by Bruce Robertson

Vote 4-0

7. Discussion with Possible Action – Ballot and Resolution for Board of Directors for the Burnet Central Appraisal District for 2024 – 2025.

Motion to cast all 8 votes for Terry Nuss made by Don Hagans, seconded by Bruce Robertson.

Vote 4-0

8. Discussion with Possible Action – Meeting dates for Board of Alderman for December 2023, and January 2024.

No action taken.

9. Discussion with Possible Action – City Hall Holiday Schedule

Motion to close City Hall on December 27, 28 & 29 2023 and allow flex hours for City Staff made by Lynn Smith, seconded by Terry Nuss.

Vote 4-0

DISCUSSION / INFORMATION ITEMS

10. Personnel -

11. Review Planning and Zoning Commission Recommendations to BOA

12. Review assignments for the Planning and Zoning Commission

- a. Review of current Planning and Zoning assignments

- b. The next P&Z meeting is scheduled for November 9, 2023.

13. Legislative Updates –

14. Drainage Issues –

15. Central Texas Groundwater public hearing, penalties and reporting requirements.

16. Review Water System –

- a. Maintenance and Operations Issues

- b. Portable generator connections

- c. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Storage Tank Project Update
 - iii. Drought Status – Stage 4
 - iv. 15% Mandatory Pump Restrictions
- d. Drought Contingency Plan
- 17. Review Solid Waste Services – Kelley
- 18. Discuss Technology/Communications Improvements -
 - a. Community Center technology improvements
 - b. BOA & P&Z Laptops
- 19. Mayor's Reports
 - a. Codification Project Update
 - b. Accounting Software Conversion Project
- 20. Aldermen Comments

Next regular meeting – Tuesday November 21, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Motion to adjourn made by Terry Nuss, seconded by Lynn Smith.

Vote 4-0

The meeting was adjourned at 8:17pm.

Olan Kelley, Mayor

ATTEST

Lezley Baum, City Secretary

City of Highland Haven

Monthly Financial Report

Fiscal Year
2023-2024

Period Ending
October-23

General Fund
Combined Balance Sheet
As of October 31, 2023

4:09 PM

11/07/2023

Accrual Basis

	General Fund	Water Fund	Solid Waste	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
100 · Gen Fund - First United	103,742.14	0.00	0.00	103,742.14
106 · Gen Fund - TexPool -Investment	527,037.37	0.00	0.00	527,037.37
203 · CNB Water Operating	0.00	149,634.56	0.00	149,634.56
205 · CNB- HHWS (GO Bond Ser)	0.00	1,530.23	0.00	1,530.23
206 · TexPool - HHWS Investment	0.00	323,797.01	0.00	323,797.01
300 · CNB- HH Solid Waste	0.00	0.00	65,987.72	65,987.72
Total Checking/Savings	630,779.51	474,961.80	65,987.72	1,171,729.03
Accounts Receivable				
1200 · Accounts Receivable	752.86	0.00	0.00	752.86
Total Accounts Receivable	752.86	0.00	0.00	752.86
Total Current Assets	631,532.37	474,961.80	65,987.72	1,172,481.89
Fixed Assets				
15000 · Fixed Assets				
15100 · City Hall Building	44,338.00	0.00	0.00	44,338.00
15101 · City Hall Land	1,155.00	0.00	0.00	1,155.00
15103 · Street & Drainage Improvements	336,767.00	0.00	0.00	336,767.00
15105 · Furniture & Equipment	16,823.52	0.00	0.00	16,823.52
15200 · Highland Haven Water Sys				
15201 · HHWS - Infrastructure	0.00	992,409.00	0.00	992,409.00
15202 · HHWS - Building & Structures	0.00	45,234.00	0.00	45,234.00
15203 · Equipment	0.00	62,768.00	0.00	62,768.00
15205 · HHWS-Land	0.00	20,000.00	0.00	20,000.00
15209 · Intangible Assets	0.00	170,115.00	0.00	170,115.00
Total 15200 · Highland Haven Water Sys	0.00	1,290,526.00	0.00	1,290,526.00
Total 15000 · Fixed Assets	399,083.52	1,290,526.00	0.00	1,689,609.52
16000 · Accumulated Depreciation	-316,484.93	-512,688.00	0.00	-829,172.93
16001 · Accumulated Amortization	0.00	-118,631.00	0.00	-118,631.00
Total Fixed Assets	82,598.59	659,207.00	0.00	741,805.59
TOTAL ASSETS	714,130.96	1,134,168.80	65,987.72	1,914,287.48
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	16,411.00	5,018.98	0.00	21,429.98
Total Accounts Payable	16,411.00	5,018.98	0.00	21,429.98
Other Current Liabilities				
21000 · Const. Deposits/Permits				
21100 · Clean-up Deposits	18,425.00	0.00	0.00	18,425.00
Total 21000 · Const. Deposits/Permits	18,425.00	0.00	0.00	18,425.00

	<u>General Fund</u>	<u>Water Fund</u>	<u>Solid Waste</u>	<u>TOTAL</u>
24000 · Payroll Liabilities				
24100 · 941 Taxes Payable	4,329.66	0.00	0.00	4,329.66
24200 · TWC - SUI Payable	515.58	0.00	0.00	515.58
Total 24000 · Payroll Liabilities	<u>4,845.24</u>	<u>0.00</u>	<u>0.00</u>	<u>4,845.24</u>
22200 · Bonds Payable - Current	0.00	100,000.00	0.00	100,000.00
22000 · Sales Tax Payable	0.00	0.00	906.91	906.91
Total Other Current Liabilities	<u>23,270.24</u>	<u>100,000.00</u>	<u>906.91</u>	<u>124,177.15</u>
Total Current Liabilities	<u>39,681.24</u>	<u>105,018.98</u>	<u>906.91</u>	<u>145,607.13</u>
Long Term Liabilities				
26000 · Long Term Liabilities				
26200 · 2016 HHWS Bond Payable	0.00	415,000.00	0.00	415,000.00
Total 26000 · Long Term Liabilities	<u>0.00</u>	<u>415,000.00</u>	<u>0.00</u>	<u>415,000.00</u>
Total Long Term Liabilities	<u>0.00</u>	<u>415,000.00</u>	<u>0.00</u>	<u>415,000.00</u>
Total Liabilities	<u>39,681.24</u>	<u>520,018.98</u>	<u>906.91</u>	<u>560,607.13</u>
Equity				
39000 · Retained Earnings	718,904.95	597,685.31	61,718.13	1,378,308.39
Net Income	-44,455.23	16,464.51	3,362.68	-24,628.04
Total Equity	<u>674,449.72</u>	<u>614,149.82</u>	<u>65,080.81</u>	<u>1,353,680.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>714,130.96</u></u>	<u><u>1,134,168.80</u></u>	<u><u>65,987.72</u></u>	<u><u>1,914,287.48</u></u>

General Fund
Profit & Loss Budget Performance
October 2023

4:11 PM
11/07/2023
Accrual Basis

	Oct 23	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
8000 · General Fund Revenue			
8100 · Taxes			
8110 · Property Taxes Collected	0.00	10,000.00	293,661.00
8120 · Sales and Use Tax	2,701.28	2,357.00	28,350.00
Total 8100 · Taxes	2,701.28	12,357.00	322,011.00
8200 · Franchise Fees			
8240 · Solid Waste	0.00	431.00	5,150.00
8210 · Cable TV	1,230.79	1,811.00	7,250.00
8220 · Electrical	0.00	5,000.00	20,000.00
8230 · Telephone	0.00	61.00	250.00
Total 8200 · Franchise Fees	1,230.79	7,303.00	32,650.00
8300 · Building Permits / Inspections			
8310 · Building Permits	2,710.00	2,413.00	29,000.00
8330 · Inspections	3,375.00	837.00	10,000.00
Total 8300 · Building Permits / Inspections	6,085.00	3,250.00	39,000.00
8400 · Other Income			
8410 · ROW - License Agreement	0.00	0.00	500.00
Total 8400 · Other Income	0.00	0.00	500.00
8500 · Charges for Services			
8510 · Lot Mowing Program Fees	0.00	0.00	2,000.00
8520 · Copies, FAX & Phone Usage	0.00	3.00	25.00
8530 · Newsletter Copy Fee	230.86	250.00	250.00
8540 · Newsletter Postage Fee	372.00	350.00	350.00
8550 · Re-Plat & Variances	0.00	82.00	1,050.00
Total 8500 · Charges for Services	602.86	685.00	3,675.00
8600 · Public Safety			
8610 · Child Safety Fund	206.48	0.00	0.00
Total 8600 · Public Safety	206.48	0.00	0.00
8900 · Investment Income			
8910 · Interest Income	2,448.22	337.00	4,000.00
Total 8900 · Investment Income	2,448.22	337.00	4,000.00
Total 8000 · General Fund Revenue	13,274.63	23,932.00	401,836.00
Total Income	13,274.63	23,932.00	401,836.00
Gross Profit	13,274.63	23,932.00	401,836.00
Expense			
60000 · EXPENSES - GENERAL FUND			
61100 · Personnel Services			
61101 · Aministrative Services	1,666.67	7,087.00	85,000.00
61102 · Secretary Salary	4,396.00	4,398.00	52,754.00

	Oct 23	YTD Budget	Annual Budget
61103 · Accounting / Utility Coord.	4,206.00	4,206.00	50,472.00
61104 · Building Permit Officer	1,260.00	1,260.00	15,120.00
61105 · Temporary Employee	0.00	240.00	2,862.00
61110 · Payroll Taxes / FICA	881.95	1,310.00	15,775.00
61111 · Texas Workforce Commission	0.00	12.00	100.00
61112 · Direct Deposit Fees	7.46	12.00	100.00
61113 · Employee Health Insurance	0.00	1,000.00	12,000.00
Total 61100 · Personnel Services	12,418.08	19,525.00	234,183.00
61200 · Administrative & Office			
61201 · Miscellaneous Office Supplies	0.00	219.00	2,650.00
61202 · Equipment replacement	7,680.00	525.00	6,300.00
61203 · Newsletter Copy Charge	15.80	37.00	400.00
61204 · Newsletter Postage	0.00	56.00	650.00
61205 · Printing, Binding, Reproduction	0.00	93.00	1,050.00
61206 · Software	199.99	663.00	8,000.00
61207 · Postage	13.57	69.00	850.00
61208 · Public Notice Publication	156.00	175.00	2,100.00
61209 · Variances & Re-plats	0.00	87.00	1,000.00
61210 · Travel Reimbursement	0.00	44.00	550.00
61211 · Schools & Training	0.00	538.00	6,500.00
61212 · Recognition & Awards	0.00	19.00	250.00
61213 · Food & Beverage	0.00	19.00	250.00
61214 · Bank Fees	0.00	18.00	150.00
Total 61200 · Administrative & Office	8,065.36	2,562.00	30,700.00
61300 · Street Maintenance & Repair			
61301 · Contract Repair	0.00	443.00	5,250.00
61302 · Material & Supplies	0.00	525.00	6,300.00
Total 61300 · Street Maintenance & Repair	0.00	968.00	11,550.00
61400 · Maintenance & Repair			
61401 · Equipment Repair & Maintenance	0.00	41.00	525.00
61402 · Buildings / Infrastructure	0.00	566.00	6,825.00
Total 61400 · Maintenance & Repair	0.00	607.00	7,350.00
61500 · Professional Services			
61501 · Judge Expenses	100.00	100.00	1,200.00
61502 · Accountants Fees-Audit	0.00	537.00	6,400.00
61503 · Attorneys Fees	1,065.00	443.00	5,250.00
61504 · Ordinance Codification	0.00	350.00	4,200.00
61505 · Burnet County Tax Appraisal Fee	0.00	337.00	4,000.00
61506 · I / T Support	300.00	363.00	4,400.00
61508 · Burnet Co Election Fee	0.00	394.00	4,750.00
61509 · Consultant Fees	0.00	175.00	2,100.00
61510 · Website Hosting	51.00	93.00	1,050.00
61511 · Recruitment	0.00	93.00	1,050.00
61520 · Fund Accounting Software	0.00	750.00	9,000.00

	Oct 23	YTD Budget	Annual Budget
Total 61500 · Professional Services	1,516.00	3,635.00	43,400.00
61600 · Utilities			
61601 · Electric	117.66	93.00	1,050.00
61605 · Communications	483.52	525.00	6,300.00
Total 61600 · Utilities	601.18	618.00	7,350.00
61700 · Services & Charges			
61701 · Janitorial Service	50.00	56.00	650.00
61702 · Inspection Fees	450.00	443.00	5,250.00
61705 · Contract Mowing	0.00	93.00	1,050.00
61706 · Landscaping	0.00	175.00	2,100.00
61708 · Buoy Maintenance	1,251.40	663.00	8,000.00
61709 · Lot Mowing Program Expense	0.00	163.00	2,000.00
61710 · Insurance	4,644.22	4,800.00	4,800.00
61711 · Notary Public Cert.	0.00	375.00	375.00
Total 61700 · Services & Charges	6,395.62	6,768.00	24,225.00
61800 · Membership Fees / Dues			
61804 · CAMPO	0.00	350.00	350.00
61801 · Capcog	50.00	50.00	50.00
61803 · Texas Municipal League	651.00	600.00	600.00
61805 · Texas Municipal Clerks Assoc	0.00	150.00	150.00
Total 61800 · Membership Fees / Dues	701.00	1,150.00	1,150.00
61900 · Public Safety			
61901 · Security Camera	100.00	87.00	1,000.00
61902 · Granite Shoals VFD	21,250.00	21,889.00	87,550.00
61903 · Marble Falls EMS	1,161.10	1,164.00	13,935.00
61904 · Emergency Response Supplies	0.00	38.00	500.00
61905 · Emergency Management Program	0.00	424.00	5,000.00
Total 61900 · Public Safety	22,511.10	23,602.00	107,985.00
62900 · Capital Improvement			
62901 · Community Center Technology	5,521.52		
Total 62900 · Capital Improvement	5,521.52		
Total 60000 · EXPENSES - GENERAL FUND	57,729.86	59,435.00	467,893.00
Total Expense	57,729.86	59,435.00	467,893.00
Net Ordinary Income	-44,455.23	-35,503.00	-66,057.00
Other Income/Expense			
Other Income			
76000 · Interfund Transfers			
76010 · Transfers In			
76010.2 · Transfer In - HHWS Fund	0.00	0.00	62,000.00
76010.3 · Transfer In - HHSW Fund	0.00	0.00	15,000.00
Total 76010 · Transfers In	0.00	0.00	77,000.00
Total 76000 · Interfund Transfers	0.00	0.00	77,000.00
Total Other Income	0.00	0.00	77,000.00
Other Expense			

	<u>Oct 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
76001 · Interfund Transfers.			
76020.4 · Transfer Out - General Fund CIP	0.00	0.00	130,000.00
Total 76001 · Interfund Transfers.	0.00	0.00	130,000.00
Total Other Expense	0.00	0.00	130,000.00
Net Other Income	0.00	0.00	-53,000.00
Net Income	<u><u>-44,455.23</u></u>	<u><u>-35,503.00</u></u>	<u><u>-119,057.00</u></u>

Water Fund
Profit & Loss Budget Performance
 October 2023

4:13 PM
 11/07/2023
 Accrual Basis

	Oct 23	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
9000 · HHWater System Revenue			
9200 · Charges for Services			
9210 · Water Sales	23,655.32	22,913.00	275,000.00
9220 · Tap Fees	1,500.00	750.00	9,000.00
Total 9200 · Charges for Services	25,155.32	23,663.00	284,000.00
9230 · HHWS Miscellaneous Income			
9231 · Miscellaneous Income	35.00	13.00	200.00
Total 9230 · HHWS Miscellaneous Income	35.00	13.00	200.00
9250 · Investment Income			
9251 · Interest Income	1,479.96	125.00	1,500.00
Total 9250 · Investment Income	1,479.96	125.00	1,500.00
Total 9000 · HHWater System Revenue	26,670.28	23,801.00	285,700.00
Total Income	26,670.28	23,801.00	285,700.00
Expense			
62000 · EXPENSES-WATER SYSTEM FUND			
62150 · 2016 Bond Series Expenses			
62151 · 2016 Series Bond Interest	0.00	0.00	8,300.00
62152 · 2016 Bond Series Principal	0.00	0.00	100,000.00
Total 62150 · 2016 Bond Series Expenses	0.00	0.00	108,300.00
62200 · Administrative / Office			
62201 · Office Supplies	32.46	212.00	2,500.00
62206 · Software	19.99	549.00	6,500.00
62207 · Postage	1,064.05	337.00	4,000.00
62208 · Public Notice Publication	0.00	13.00	200.00
62210 · Travel Reimbursement	0.00	28.00	325.00
62212 · Bank Fees	5.00	13.00	200.00
62213 · Food & Beverage	0.00	41.00	525.00
Total 62200 · Administrative / Office	1,121.50	1,193.00	14,250.00
62350 · Chemicals			
62351 · Misc. Chemicals	829.18	213.00	2,600.00
Total 62350 · Chemicals	829.18	213.00	2,600.00
62400 · Maintenance & Repairs			
62402 · Repairs & Service Work	825.00	875.00	10,500.00
62403 · Buildings / Infrastructure	0.00	413.00	5,000.00
62405 · Material-pipe,pumps,meters	2,252.13	968.00	11,550.00
62407 · Generator Maint and Repairs	0.00	663.00	8,000.00
Total 62400 · Maintenance & Repairs	3,077.13	2,919.00	35,050.00
62500 · Professional Services			
62502 · Accounting/Audit Fees	620.00	443.00	5,250.00

	Oct 23	YTD Budget	Annual Budget
62503 · Attorneys Fees	725.00	93.00	1,050.00
62511 · Engineering Fees	0.00	93.00	1,050.00
62512 · Lab Fees	106.00	350.00	4,200.00
62513 · Contract Operator	2,500.00	2,917.00	35,000.00
Total 62500 · Professional Services	<u>3,951.00</u>	<u>3,896.00</u>	<u>46,550.00</u>
62600 · Utilities			
62601 · Electric	519.41	625.00	7,500.00
62604 · Telephone	0.00	87.00	1,000.00
62605 · Answering Service	111.91	0.00	0.00
Total 62600 · Utilities	<u>631.32</u>	<u>712.00</u>	<u>8,500.00</u>
62700 · Services & Charges			
62705 · Contract Mowing Expense	0.00	137.00	1,600.00
62712 · Tap Installation	550.00	250.00	3,000.00
62713 · Storage Facilities	0.00	0.00	500.00
62714 · Johnston East Well Water Usage	45.64	125.00	500.00
62715 · TCEQ	0.00	0.00	1,050.00
Total 62700 · Services & Charges	<u>595.64</u>	<u>512.00</u>	<u>6,650.00</u>
62800 · Membership Fees/Dues			
62807 · AWWA Membership	0.00	0.00	400.00
62806 · TRWA Membership	0.00	0.00	550.00
Total 62800 · Membership Fees/Dues	<u>0.00</u>	<u>0.00</u>	<u>950.00</u>
Total 62000 · EXPENSES-WATER SYSTEM FUND	<u>10,205.77</u>	<u>9,445.00</u>	<u>222,850.00</u>
Total Expense	<u>10,205.77</u>	<u>9,445.00</u>	<u>222,850.00</u>
Net Ordinary Income	16,464.51	14,356.00	62,850.00
Other Income/Expense			
Other Expense			
76001 · Interfund Transfers			
76020 · Transfers Out			
76020.1 · Transfer Out to General Fund	0.00	0.00	62,000.00
Total 76020 · Transfers Out	<u>0.00</u>	<u>0.00</u>	<u>62,000.00</u>
Total 76001 · Interfund Transfers	<u>0.00</u>	<u>0.00</u>	<u>62,000.00</u>
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>62,000.00</u>
Net Other Income	0.00	0.00	-62,000.00
Net Income	<u><u>16,464.51</u></u>	<u><u>14,356.00</u></u>	<u><u>850.00</u></u>

Solid Waste
Profit & Loss Budget Performance
 October 2023

4:16 PM
 11/07/2023
 Accrual Basis

	Oct 23	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
9500 · Solid Waste Revenue			
9600 · Charges For Services			
9610 · SW Residential Collection	11,036.53	10,413.00	125,000.00
Total 9600 · Charges For Services	11,036.53	10,413.00	125,000.00
9650 · Franchise Fees			
9651 · Waste Services Franchise Fee	404.15	0.00	0.00
Total 9650 · Franchise Fees	404.15	0.00	0.00
9800 · Investment Income			
9801 · Interest Income	4.96	6.00	50.00
Total 9800 · Investment Income	4.96	6.00	50.00
Total 9500 · Solid Waste Revenue	11,445.64	10,419.00	125,050.00
Total Income	11,445.64	10,419.00	125,050.00
Expense			
63000 · EXPENSES - SOLID WASTE FUND			
63500 · Professional Services			
63513 · Waste Contractor Costs	8,082.96	8,250.00	99,000.00
63514 · Household Haz Waste Program	0.00	163.00	2,000.00
63515 · Haz Waste Spill Response Fund	0.00	163.00	2,000.00
63516 · Bulk Trash Pick-UP	0.00	212.00	2,500.00
63517 · Document Shredding	0.00	0.00	750.00
Total 63500 · Professional Services	8,082.96	8,788.00	106,250.00
Total 63000 · EXPENSES - SOLID WASTE FUND	8,082.96	8,788.00	106,250.00
Total Expense	8,082.96	8,788.00	106,250.00
Net Ordinary Income	3,362.68	1,631.00	18,800.00
Other Income/Expense			
Other Expense			
76001 · Interfund Transfers			
76020 · Transfers Out			
76020.1 · Transfer Out to General Fund	0.00	0.00	15,000.00
Total 76020 · Transfers Out	0.00	0.00	15,000.00
Total 76001 · Interfund Transfers	0.00	0.00	15,000.00
Total Other Expense	0.00	0.00	15,000.00
Net Other Income	0.00	0.00	-15,000.00
Net Income	3,362.68	1,631.00	3,800.00

City of Highland Haven Utility Report Calendar Year 2023

[HOME](#)

Collections:

Total Utility System	# of CC & eCheck	Percent of Payments	CC & eCheck Amt	# of ACH	Percent of Payments	ACH AMT	# of Cash / Check	Percent of Payments	Cash/Ck Amt	# of Payments	Amount Collected
January-23	94	26%	\$ 6,326	116	32%	\$ 7,920	151	42%	\$ 16,181	361	\$ 30,427
February-23	95	26%	\$ 7,340	117	32%	\$ 8,443	156	42%	\$ 12,870	368	\$ 28,652
March-23	101	26%	\$ 7,548	116	30%	\$ 8,094	171	44%	\$ 18,714	388	\$ 34,356
April-23	96	26%	\$ 6,890	121	33%	\$ 8,455	152	41%	\$ 13,448	369	\$ 28,794
May-23	98	26%	\$ 7,125	121	32%	\$ 8,535	156	42%	\$ 15,044	375	\$ 30,704
June-23	92	25%	\$ 6,603	121	32%	\$ 8,686	160	43%	\$ 18,179	373	\$ 33,467
July-23	98	26%	\$ 8,218	125	33%	\$ 8,841	159	42%	\$ 18,963	382	\$ 36,021
August-23	96	25%	\$ 7,650	127	33%	\$ 9,839	157	41%	\$ 20,070	380	\$ 37,558
September-23	95	27%	\$ 8,795	127	36%	\$ 9,725	135	38%	\$ 17,850	357	\$ 36,370
October-23	101	26%	\$ 8,202	125	32%	\$ 9,223	162	42%	\$ 20,073	388	\$ 37,498
November-23		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
December-23		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
CAL YR 2023	966	26%	74,695	1,216	33%	87,760	1559	42%	\$ 171,391	3,741	333,847

Billing:

Total Utility System	# of Water Customers	# of Trash Customers	Total # Billed	# of Electronic Billing	Percent of Electronic Billing	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-23	402	348	435	76	17%	1,229,700	\$ 19,013	\$ 10,135	\$ 29,148
February-23	402	348	436	75	17%	1,042,600	\$ 17,996	\$ 10,135	\$ 28,130
March-23	404	350	438	75	17%	1,103,900	\$ 18,547	\$ 10,202	\$ 28,749
April-23	404	350	438	76	17%	1,266,200	\$ 19,324	\$ 10,202	\$ 29,526
May-23	404	350	438	75	17%	1,239,800	\$ 19,475	\$ 10,225	\$ 29,699
June-23	403	351	440	75	17%	1,636,500	\$ 21,470	\$ 10,253	\$ 31,722
July-23	405	351	440	75	17%	2,333,000	\$ 25,220	\$ 10,253	\$ 35,473
August-23	406	351	439	77	18%	2,684,300	\$ 26,896	\$ 10,253	\$ 37,148
September-23	407	351	440	78	18%	1,943,200	\$ 22,969	\$ 10,253	\$ 33,222
October-23	408	353	442	78	18%	1,449,000	\$ 20,304	\$ 10,298	\$ 30,602
November-23					#DIV/0!				\$ -
December-23					#DIV/0!				\$ -
CAL YR 2023	4,045	3,503	4,386	760	17%	15,928,200	\$ 211,214	\$ 102,206	\$ 313,419

TCEQ Permit: 665 water taps

City of Highland Haven Utility Report Calendar Year 2023

[HOME](#)

Highland Haven	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-23	310	275	331	800,000	\$ 13,345	\$ 8,026	\$ 21,371
February-23	310	275	331	683,600	\$ 12,896	\$ 8,026	\$ 20,921
March-23	311	276	333	683,200	\$ 12,912	\$ 8,065	\$ 20,977
April-23	311	274	333	793,100	\$ 13,214	\$ 8,009	\$ 21,223
May-23	311	274	333	774,200	\$ 13,220	\$ 8,009	\$ 21,228
June-23	311	275	335	951,100	\$ 13,671	\$ 8,037	\$ 21,708
July-23	313	275	336	1,427,600	\$ 15,713	\$ 8,037	\$ 23,750
August-23	313	276	336	1,790,900	\$ 17,471	\$ 8,065	\$ 25,536
September-23	314	276	336	1,330,200	\$ 15,597	\$ 8,065	\$ 23,662
October-23	314	276	336	1,008,200	\$ 14,231	\$ 8,054	\$ 22,284
November-23							\$ -
December-23							\$ -
CAL YR 2023	3,118	2,752	3,340	10,242,000	\$ 142,270	\$ 80,390	\$ 222,660

Shady Acres Rte 3	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-23	66	57	75	228,000	\$ 3,249	\$ 1,625	\$ 4,875
February-23	66	57	76	239,700	\$ 3,327	\$ 1,625	\$ 4,952
March-23	67	58	76	258,000	\$ 3,465	\$ 1,653	\$ 5,118
April-23	67	60	76	246,600	\$ 3,314	\$ 1,710	\$ 5,023
May-23	67	59	76	199,700	\$ 3,176	\$ 1,682	\$ 4,857
June-23	67	59	76	323,500	\$ 3,880	\$ 1,682	\$ 5,562
July-23	67	59	76	311,300	\$ 3,571	\$ 1,682	\$ 5,253
August-23	68	59	76	305,900	\$ 3,581	\$ 1,682	\$ 5,262
September-23	68	58	76	213,300	\$ 3,171	\$ 1,653	\$ 4,824
October-23	68	60	77	181,400	\$ 3,076	\$ 1,710	\$ 4,786
November-23							\$ -
December-23							\$ -
CAL YR 2023	671	586	760	2,507,400	\$ 33,809	\$ 16,703	\$ 50,512

Nobles Rte 2	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-23	25	16	28	88,300	\$ 1,342	\$ 484	\$ 1,825
February-23	25	16	28	56,100	\$ 1,173	\$ 484	\$ 1,656
March-23	25	16	28	53,700	\$ 1,134	\$ 484	\$ 1,618
April-23	25	16	28	47,000	\$ 1,091	\$ 484	\$ 1,575
May-23	25	17	28	62,900	\$ 1,151	\$ 534	\$ 1,685
June-23	24	17	28	65,400	\$ 1,102	\$ 534	\$ 1,636
July-23	24	17	27	103,400	\$ 1,274	\$ 534	\$ 1,809
August-23	24	16	26	105,300	\$ 1,262	\$ 506	\$ 1,768
September-23	24	17	27	81,800	\$ 1,182	\$ 534	\$ 1,716
October-23	25	17	28	66,700	\$ 1,167	\$ 534	\$ 1,701
November-23							\$ -
December-23							\$ -
CAL YR 2023	246	165	276	730,600	\$ 11,877	\$ 5,112	\$ 16,989

Camp Champions Rte 4	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-23	1	0	1	113,400	\$ 1,077	\$ -	\$ 1,077
February-23	1	0	1	63,200	\$ 600	\$ -	\$ 600
March-23	1	0	1	109,000	\$ 1,036	\$ -	\$ 1,036
April-23	1	0	1	179,500	\$ 1,705	\$ -	\$ 1,705
May-23	1	0	1	203,000	\$ 1,929	\$ -	\$ 1,929
June-23	1	0	1	296,500	\$ 2,817	\$ -	\$ 2,817
July-23	1	0	1	490,700	\$ 4,662	\$ -	\$ 4,662
August-23	1	0	1	482,300	\$ 4,582	\$ -	\$ 4,582
September-23	1	0	1	317,900	\$ 3,020	\$ -	\$ 3,020
October-23	1	0	1	192,700	\$ 1,831	\$ -	\$ 1,831
November-23		0				\$ -	\$ -
December-23		0				\$ -	\$ -
CAL YR 2023	10	0	10	2,448,200	\$ 23,258	\$ -	\$ 23,258

Pumping:

Total Utility System	# of Gallons Billed	Gallons Pumped	# of Gallons Loss	Percent of Water Loss	Number of Acre Feet	Percent of CTGCD Permit	CAL YR 2022	% of Change
January-23	1,229,700	1,430,600	200,900	14.04%	4.39	6.30%	1,399,500	2.22%
February-23	1,042,600	1,194,700	152,100	12.73%	3.67	5.26%	1,490,800	-19.86%
March-23	1,103,900	1,217,600	113,700	9.34%	3.74	5.36%	1,410,300	-13.66%
April-23	1,266,200	1,392,700	126,500	9.08%	4.27	6.13%	2,507,800	-44.47%
May-23	1,239,800	1,343,700	103,900	7.73%	4.12	5.92%	2,596,100	-48.24%
June-23	1,636,500	1,775,900	139,400	7.85%	5.45	7.82%	2,981,000	-40.43%
July-23	2,333,000	2,487,700	154,700	6.22%	7.63	10.95%	3,128,800	-20.49%
August-23	2,684,300	2,867,900	183,600	6.40%	8.80	12.63%	3,972,600	-27.81%
September-23	1,943,200	2,157,400	214,200	9.93%	6.62	9.50%	2,280,600	-5.40%
October-23	1,449,000	1,640,100	191,100	11.65%	5.03	7.22%	2,640,700	-37.89%
November-23			-	#DIV/0!	-	0.00%	2,112,000	-100.00%
December-23			-	#DIV/0!	-	0.00%	1,445,600	-100.00%
CAL YR 2023	15,928,200	17,508,300	1,580,100	9.02%	53.73	77.09%	27,965,800	-37.39%

Central Texas Groundwater Conservation District Permit: 82 Acre Feet = 26,719,782 gallons./2023 15% Mandatory Reduction - 69.7 Acre Feet = 22,711,814 (One acre-foot equals 325,851 gallons.)

Per CTGCD - As of January 1, 2023, has imposed a mandatory 15% decrease from the total annual permitted volume.

With this 15% reduction, we have 69.7 Acre feet = 22,711,814 gallons

Estimated Usage for November 2023 and December 2023, is based on three year average

Total Utility System	# of Gallons Billed	2023 Gallons Pumped	Acre Feet Pumped	# of Gallons Lost	Percent Pumped Water Lost	Percent of CTGCD Permit Pumped	2022 Gallons Pumped	% Change 2022 VS 2023 Pumped	Difference 2022 VS 2023 (gals) pumped
January-23	1,229,700	1,430,600	4.39	200,900	14.04%	6.30%	1,399,500	2.22%	31,100
February-23	1,042,600	1,194,700	3.67	152,100	12.73%	5.26%	1,490,800	-19.86%	(296,100)
March-23	1,103,900	1,217,600	3.74	113,700	9.34%	5.36%	1,410,300	-13.66%	(192,700)
April-23	1,266,200	1,392,700	4.27	126,500	9.08%	6.13%	2,507,800	-44.47%	(1,115,100)
May-23	1,239,800	1,343,700	4.12	103,900	7.73%	5.92%	2,596,100	-48.24%	(1,252,400)
June-23	1,636,500	1,775,900	5.45	139,400	7.85%	7.82%	2,981,000	-40.43%	(1,205,100)
July-23	2,333,000	2,487,700	7.63	154,700	6.22%	10.95%	3,128,800	-20.49%	(641,100)
August-23	2,684,300	2,867,900	8.80	183,600	6.40%	12.63%	3,972,600	-27.81%	(1,104,700)
September-23	1,943,200	2,157,400	6.62	214,200	9.93%	9.50%	2,280,600	-5.40%	(123,200)
October-23	1,449,000	1,640,100	5.03	191,100	11.65%	7.22%	2,640,700	-37.89%	(1,000,600)
November-23	1,611,625	1,780,925	5.47	169,300	9.51%	7.84%	2,112,000	-15.68%	(331,075)
December-23	1,170,025	1,334,550	4.10	164,525	12.33%	5.88%	1,445,600	-7.68%	(111,050)
CAL YR 2023	18,709,850	20,623,775	63.29	1,913,925	9.28%	90.81%	27,965,800	-26.25%	(7,342,025)

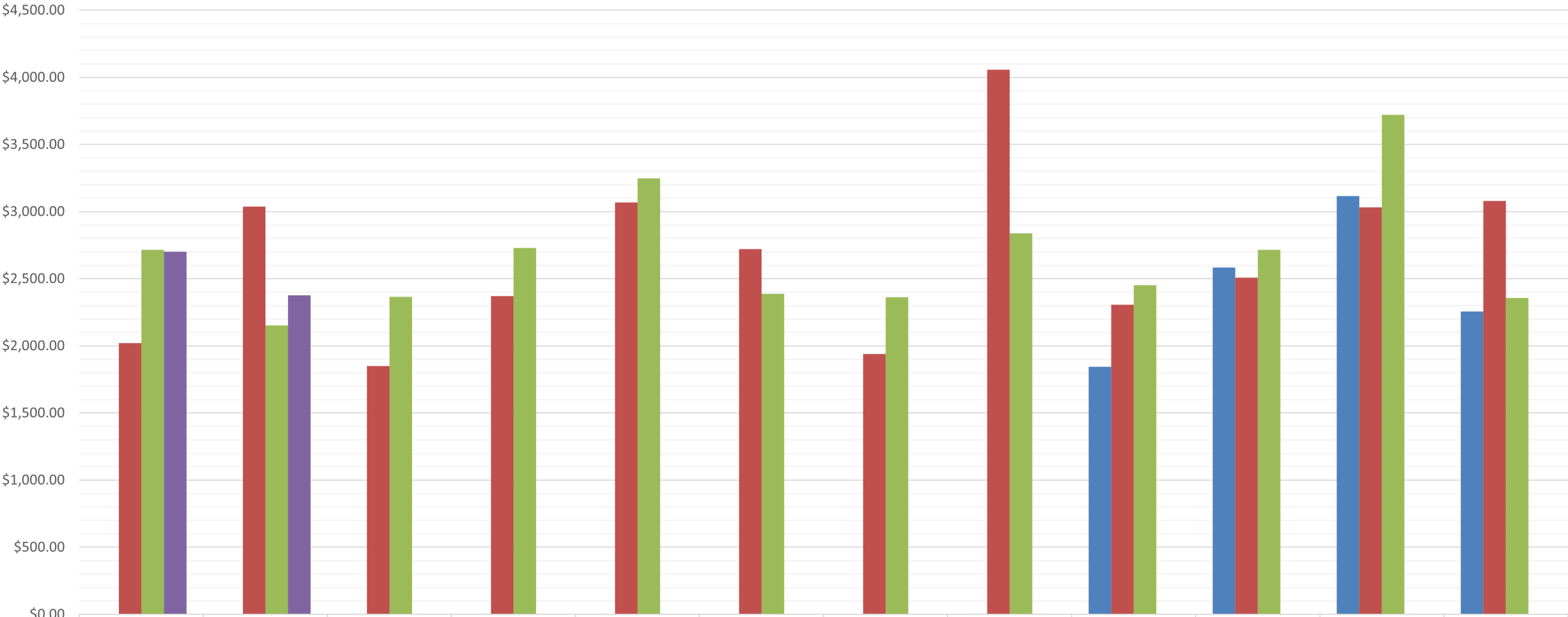
Central Texas Groundwater Conservation District Permit:

82 Acre Feet = 26,719,782 gals/2023 15% Mandatory Reduction 69.7 Acre Feet = 22,711,814 gals (One acre-foot equals 325,851 gallons.)

CTGWCD imposed 15% mandatory reduction on pumping permit as of January 1, 2023 due to Stage 4 Drought Status

City of Highland Haven Sales Tax

2021 2022 2023 2024



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2021									\$1,844.82	\$2,584.64	\$3,115.81	\$2,256.74
2022	\$2,020.88	\$3,036.41	\$1,848.93	\$2,369.89	\$3,067.90	\$2,721.37	\$1,939.03	\$4,057.71	\$2,305.26	\$2,508.50	\$3,031.97	\$3,078.37
2023	\$2,715.96	\$2,153.70	\$2,364.18	\$2,728.03	\$3,246.73	\$2,388.05	\$2,361.84	\$2,838.98	\$2,453.38	\$2,716.50	\$3,720.53	\$2,357.56
2024	\$2,701.28	\$2,377.70										

PLAN REVIEW, INSPECTION SERVICE and JURISDICTION SERVICE AGREEMENT

This Agreement, made and entered into this day of , 2023, by and between the City of Highland Haven, Texas, hereinafter referred to as the “Jurisdiction” and Arch Technical Services, LLC. (dba ATS Engineers, Inspectors & Surveyors), a Texas Limited Liability Company, having its principal place of business in Travis County, Texas, hereinafter referred to as “Inspector,” supersedes all other Agreements and Addendums between the parties, and is understood and agreed to be as set forth herein:

1. Term. This Agreement remains in effect from the effective date of the Agreement unless terminated by written notice by either party, at least thirty (30) days prior to termination. Fees may be adjusted annually.
2. Description of Services. The Jurisdiction, in connection with carrying out the duties of its various ordinances and permitting processes regulating the design, construction, materials, use and occupancy, location and maintenance of all buildings and structures within the Jurisdiction, as well as ensuring conformance with state laws, requires the services of a building inspector, as well as plan review services.
 - a. While performing its duties on behalf of the Jurisdiction, as described in this agreement, Inspector shall operate under the designation of “Building Official” and shall be subject to limitations and description of duties and powers as described within the codes adopted by the Jurisdiction or state law.
 - b. Inspector agrees to assist the Jurisdiction in enforcement of its ordinances as follows:
 - i. Inspector agrees to make all inspections requested by the Jurisdiction under appropriate ordinances of the Jurisdiction or state law. See Attachment “A” “Inspection Scheduling Procedures.”
 - ii. The Inspector, as the Jurisdiction’s agent, will help assure (upon request) compliance with the adopted International Energy Conservation Code (IECC).
 - iii. Upon request, Inspector will make written reports noting state law or ordinance compliance or any deviations from all inspections and deliver a copy of such reports to the Jurisdiction office via mail, in person, facsimile, or other electronic means within two (2) business days.
 - iv. Inspector may from time to time be called upon to perform the following services:
 - Attend meeting of the Jurisdiction’s Council, when requested by a Council Member or other Jurisdictional Official; and/or
 - Attend other public or private meetings involving inspection matters related to the duties performed under this Agreement.

- v. Inspector shall conduct him/herself as an agent of the Jurisdiction in good faith displaying professionalism and a courteous manner in dealings with the citizens of the Jurisdiction. Inspector agrees to abide by the Building Official Code of Ethics as established by the International Code Council (ICC). Inspector will report to the Jurisdiction, verbally or in writing, any conflicts between Inspector and any citizen while performing said duties.
 - vi. The Jurisdiction may conduct customer satisfaction surveys from time to time without notice to Inspector. The Jurisdiction will incur cost of materials to perform such surveys.
 - vii. Inspector shall maintain complete and accurate records of work performed for the Jurisdiction. Inspector shall manage both public and confidential records that Inspector obtains pursuant to this Agreement with the understanding that some records may be subject to state open government laws.
 - viii. Inspector understands that payments made to Inspector are only for services performed. The Jurisdiction, at its sole discretion, may engage other third-party inspectors to perform some or all services described herein.
- c) Payment for Services. The Jurisdiction will employ the Inspector for the following fee structure:

Inspections:

Residential:	See Attachment B
Commercial:	See Attachment B

Plan Reviews:

Residential: new construction or additions	See Attachment B
Commercial: new construction or additions	See Attachment B
Multi-family: new construction or additions	See Attachment B

Consulting Fees: \$125/hr. to include meetings, special projects and requests.

Texas Accessibility Standards inspections: fees based on current state fees.

Reimbursable Expenses: Fees related to transmittal of plan reviews and other requested documents:

- 1.) Courier, Postage, Overnight Delivery, Etc.: Pass-thru costs
- 2.) Printing: As required for electronic transfer of plans or plan reproduction:
\$25.00 up to first 10 pages. \$3.00 per page thereafter.

Request for the inspection may be made by telephone, or email. Upon notification, Inspector will typically honor the request within one (1) business day.

Request for plan review services may be made by telephone or email. Upon notification, arrangements will be made to have plans mailed or e-mailed to Inspector. Reviewed plans and construction documents will be returned no later than five (5) business days from receipt if for residential construction projects and no later than ten (10) business days if for commercial or multi-family construction projects.

Inspector shall invoice the Jurisdiction bi-weekly for each Residential and Commercial inspection and re-inspection performed. Invoice shall include a description of the address and type of inspection performed. Re-inspection fees described in Attachment "A" shall be those fees identified above.

3. Termination. Either party may terminate this Agreement by giving thirty (30) days written notice. Upon such notice, Inspector shall, unless otherwise mutually agreed upon in writing, cease all work on the effective date of termination. The Inspector shall submit a statement to the Jurisdiction detailing the work performed to the date of termination. The Jurisdiction agrees to compensate the Inspector for that portion of the work performed, accepted and invoiced under this Agreement.
4. Relationship of Parties. It is understood by the parties that Inspector is an independent contractor with respect to the Jurisdiction and not an employee of the Jurisdiction. The jurisdiction will not provide fringe benefits, including health insurance benefits, paid vacation, or any employee benefit, for the benefit of Inspector.
5. Employees. Inspector's employees, if any, who perform services for the jurisdiction under this Agreement shall also be bound by the provisions of this Agreement. At the request of the jurisdiction, Inspector shall provide adequate evidence that such persons are Inspector's employees. Jurisdiction agrees not to separately contract with employees of Inspector or otherwise separately employ members of the Inspector's staff without written approval of the Inspector during the period of the Agreement and for a period of two years after the termination of this Agreement.
6. Insurance. Inspector shall purchase and/or maintain such general liability, auto liability, professional errors and omission, and other insurance, at its expense, as is appropriate or required by state law for the work being performed and as will provide protection for the Inspector and Jurisdiction from claims which may arise out of or result from Inspector's performance and furnishing of services, whether such services are provided

by Inspector, any subcontractor or supplier or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable. Contractor must furnish a current Certificate of Insurance prior to performance under this Agreement and at least ten (10) days prior to the end of any existing coverage period.

7. Indemnification. Inspector agrees to indemnify and hold the Jurisdiction harmless from all claims, losses, expenses, fees, including attorney's fees, costs and judgments that may be asserted against the Jurisdiction that result from acts or omissions of Inspector, Inspector's employees, if any, and Inspector's agents. Inspector waives the rights to recovery from the Jurisdiction for any injuries that Inspector and/or Inspector's employees, subcontractors or agents may sustain while performing services under this Agreement.
8. Assignment. Inspector's obligation under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the Jurisdiction.
9. Notice. All notice required or permitted under this Agreement shall be in writing and shall be delivered either in person or deposited in the United States mail, postage prepaid, addressed as follows:

If for the Jurisdiction:

City of Highland Haven, Texas
510-A Highland Drive
Highland Haven, TX 78654
(830) 265-4366

If for Inspector:

ATS Engineers, Inspectors & Surveyors
4910 West Hwy 290
Austin, Texas 78735
Tel: (512) 328-6995
Fax: (512) 328-6996

Either party may change such address from time to time by providing written notice to the other in the manner set forth above. Notice is deemed to have been received three (3) days after deposit in U.S. mail.

10. Entire Agreement. This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written agreements between the parties.
11. Amendment. This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
12. Severability. If any provision of this Agreement shall be held to be invalid or unenforceable, then such provision shall be deemed to be written, construed, and enforced as so limited; the remainder of the agreement shall be considered valid and enforceable.

13. Waiver of Contractual Right. The failure of any party to enforce any provision of this Agreement shall not be construed as a waiver of limitation to that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.
14. Applicable Law. The laws of the State of Texas shall govern this Agreement.
15. Venue: Travis County shall be the venue for any disputes that arise between the Jurisdiction and Inspector under the terms of this Agreement.

Parties to the Service Agreements:

Jurisdictional Representative
City of Highland Haven, Texas

By: _____

Printed Name: _____

Title: _____

Date: _____

Inspector Service Provider
Arch Technical Services LLC. dba, ATS Engineers, Inspectors & Surveyors

By: _____

Printed Name: Brad Schubert

Title: Chief Operating Officer

Date: _____

Attachment “A”

BUILDING INSPECTION SCHEDULING PROCEDURES

Code inspections conducted by ATS Engineers, Inspectors & Surveyors can be called in or received via email to ATS prior to 4:00pm on the business day before the inspection is needed. Our office number is 512-328-6995 and fax number is 512-328-6996. Email address for inspection request is inspections@ats-engineers.com. If an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

It is the responsibility of the permit holder to call in or email inspection requests for each phase of construction prior to proceeding with construction and/or covering work. This must include the name and phone number of the permit holder, the physical address of the permitted project and the type of inspection(s) requested. Passed inspections allow construction to proceed to the next stage. Failed inspections shall be corrected and re-inspected for compliance prior to proceeding with construction. All re-inspection fees must be paid prior to further inspection requests being performed.

Inspections will be combined at stages where combining is appropriate and the completion of one stage does not interfere with the inspection at another stage. Inspections performed individually other than those listed in stages at the convenience of the permit holder or necessary due to site conditions or other unforeseeable situations will be billed separately. The following are minimum required inspections for new construction. Please see the Plan Review documents for required inspections list. Reviewed, stamped Job Copy plans, Construction Documents, Energy reports, Plan Review documents, Manufacturer's installation instructions, test reports and test certificates, and other documentation pertinent to the permitted project must be on-site and available to the Inspector upon request. The following is a list of common inspections types but is not all-inclusive and may change. It is important to check with the Jurisdiction prior to construction on the required inspections. The City of Highland Haven has adopted Texas' current adopted codes which are the following Codes: 2012 editions of the International Building Code (IBC), International Fire Code (IFC), International Mechanical Code (IMC), International Plumbing Code (IPC), International Fuel Gas Code (IFGC), International Residential Code (IRC), 2015 International Energy Conservation Code (IECC) and 2023 National Electric Code.

Pre-Construction Site Evaluation (if required):

- ❑ Prior to construction, ATS will conduct a site review to help identify building locations, erosion control measures, water quality protection issues and other pre-construction requirements. ATS will utilize the approved site plan as the basis for the inspection and will rely on surveying services provided by the applicant or others.
- ❑ Portable toilet facility and trash receptacle on site.

Temporary Construction Power

- ❑ Meter base and panel set per NEC with regard to under-ground or over-head electrical connection. T-pole braced on at least two (2) sides.
- ❑ Ground-fault circuit protection on all 110/ 220-volt receptacles and proper grounding means must be in place.
- ❑ Job-site address must be visible from street.

Plumbing Rough-In and Layout Inspection

- ❑ To be made after the soil, drain and waste piping is installed within the confines of a slab form and prior to any backfill or placement of concrete.
- ❑ A water test with a 10-foot head pressure or 5-PSI air test shall be performed on the entire system to verify tightness of the system.
- ❑ Building drain must be sleeved where passing through exterior beam. Sleeve shall be sealed tight around the building drain to prevent insect intrusion.
- ❑ All drain and waste piping installed with slope required for pipe size.
- ❑ Finished floor elevation allowing proper drainage around structure.

Sewer/Water Yard Line Inspection

- ❑ To be made after trenches are excavated, piping installed and tested, and before any backfill is placed.
- ❑ All necessary main supply shut-off valve(s) and/or back flow prevention devices installed on water supply and where necessary, any backwater prevention valve(s) installed on building sewer piping.
- ❑ Minimum buried depth of 12-inches. Trench is void of rocks, debris and bedded with sand. Sewer piping has slope required for pipe size.
- ❑ Clean out(s) installed and tap connection complete at main.

In-Slab Water Distribution Piping (Plumbing Copper)

- ❑ A pre-pour inspection is required by the design engineer or architect. Forms erected and floated, reinforcement steel and/or post-tension cables in place, grade beams cleaned and have been properly cut, vapor barrier installed and intact. Plans must be on-site.
- ❑ All rough-in plumbing, in-slab electrical or other conduit in place.
- ❑ All in-slab water distribution piping is installed within the confines of slab form and prior to any backfill or placement of concrete.
- ❑ Copper water lines shall be sleeved and protected from dissimilar metals.
- ❑ In-slab water distribution piping is insulated within 12-inches from slab exterior and pressure tested to a minimum 80 PSI.
- ❑ “UFER” ground wire bonded to reinforcing steel or alternate means of ground protection installed.

Frame Inspection

- ❑ Frame Inspection
To be made after the roof, all framing, fire blocking and bracing are in place. All concealing wiring, all pipes, chimneys, ducts and vents are complete.
Construction plans, documents, and engineered product specifications are on-site.
- ❑ Electrical Rough-In Inspection – to be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of batt insulation and/or sheetrock. All branch circuit and dedicated wiring, boxes, conduit, panel(s) in place and properly secured. Cold-water ground wire is installed to copper water distribution piping.
- ❑ Plumbing Top-Out Inspection – to be made after the roof, framing, fire blocking and bracing is in place and all water distribution, soil, waste and vent piping and gas piping is complete and tested, and prior to the installation of insulation and/or sheetrock. A full system water pressure test or 50-PSI air test is required for inspection of the water distribution piping. For structures two-

stories or more, tub(s) and/or shower pan(s), and drain, waste and vent piping shall have a water test performed to verify tightness of the system. Gas piping shall have a minimum 10-PSI air test performed to verify tightness.

- Mechanical Rough-In Inspection – to be made after the roof, framing, fire blocking and bracing is in place and all ducting, and all HVAC rough-in equipment and components are complete, and prior to the installation of batt insulation and/or sheetrock.

Sheathing Inspection

- To be completed prior to the application of air barrier wrap, masonry ties and/ or lath. This inspection is intended to evaluate the wall bracing elements required by the adopted code.

Re-Frame, Fire-stop & Insulation (Energy 1) Inspection

- Correction items from previous Frame and MEP rough-in inspection(s) are complete.
- To be made after all batt insulation is in place and all exterior and plate penetrations have been sealed. Requirements of the International Energy Conservation Code are enforced.

Lath and Masonry Tie Inspection

- Lath inspections are to be completed when the lath is completed and prior to stucco application. Brick tie inspections are to be called prior to the masonry veneer installation.

Wallboard

- To be made after all wallboard is installed and fastened and prior to taping/float skim coats.

Gas Test and/ or Electrical Service Inspection

- Gas piping is complete with all gas stop valves installed and all gas flex piping connected to appliance(s). Gas stop valves are readily accessible. A minimum 10-PSI air test is performed on gas piping to verify tightness of system.
- Electrical service wiring and main disconnect is installed and ready to be energized. Address is posted and visible from street for all inspections.

Final Inspections

- Building Final – to be made after the building is complete and ready for occupancy. All prior inspections have passed and re-inspection fees paid.
- Electrical Final Inspection – to be made after the building is complete, all required electrical fixtures are in place and properly secured, connected or protected all panel(s) are labeled and system is energized.
- Plumbing Final Inspection – to be made after the building is complete, all plumbing fixtures are in place and properly connected, gas meter is set and the structure is ready for occupancy. To include required TCEQ Customer Service Inspection.
- Mechanical Final Inspection – to be made after the building is complete, the mechanical system is in place, properly connected and operating and the structure is ready for occupancy.

Attachment “B”

Residential Inspections

Temporary electrical service	\$65.00
Foundation/Layout/UFER Inspection	\$65.00
Plumbing rough-in	\$65.00
Water/sewer yard-lines	\$65.00
In Slab Water Distribution (Copper/PEX)	\$65.00
Combination inspections (frame & MEP rough in	\$65.00
Insulation (Energy rough) inspections	\$65.00
Wallboard inspections	\$65.00
Sheathing inspections	\$65.00
Final inspections (combination)/ Certificate of Occupancy	\$65.00
Customer Service Inspection	\$65.00
Gas inspection	\$65.00
Electrical Meter Inspection	\$65.00
Single Trade Inspections	\$65.00
Additional inspections to include but is not limited to driveway, fence, pool, demolition	\$65.00
Re-inspections	\$65.00

Commercial and Multi Family Inspections: *

Plumbing Rough	\$85.00
Foundation Pre-pour	\$85.00
Water/Sewer Line	\$85.00
In Slab Water Distribution (Copper/PEX)	\$85.00
Sheathing	\$85.00
Framing	\$85.00
Mechanical Rough	\$85.00
Electrical Rough	\$85.00
Plumbing Top Out	\$85.00
Shear Wall	\$85.00
Insulation	\$85.00
Wallboard	\$85.00
Single Trade Inspections	\$85.00
Final Building, MEP Combo	\$85.00
Customer Service Inspection	\$85.00
Med-Gas	\$250.00
Re-inspections	\$85.00

*Inspections may be combined where appropriate without additional fee.

Plan Review Fees:

Residential Code Plan Review: \$100.00 each. *

*New submittals – 5 business day turn around

**Revision re-submittals 3 business day turn around

Commercial and Multi Family Plan Review Projects: \$125.00/HR. If requested, an estimate of the total fee for a project may be provided to the Jurisdiction.

Consultation Services: \$125.00/Hour, one hour minimum. *

*includes but not limited to, meetings, and conferences.



Community Development Partnership Program

LCRA supports local communities in its service area through grants of up to \$50,000 through the Community Development Partnership Program (CDPP). [Learn more.](#)

The next cycle for new applications is January 1-31, 2024.

Contacts

Sheila Slagel, grants program manager

800-776-5272, ext. 3140

Liz Mundine, grants program administrator

800-776-5272, ext. 1627

grants@lcra.org

About the program

CDPP grants help local governments, emergency responders and tax-exempt nonprofit organizations fund capital improvement projects that might otherwise not be possible. Grant-funded projects must have physical addresses located within LCRA's wholesale electric or water service area, or areas in which LCRA Transmission Services Corporation provides transmission services. [View a map of LCRA's service areas.](#)

Organizations in all or part of the following counties are eligible for CDPP grants: Aransas, Austin, Bandera, Bastrop, Blanco, Brown, Burleson, Burnet, Caldwell, Callahan, Cameron, Coke, Coleman, Colorado, Comal, Concho, Coryell, Crane, Crockett, Culberson, DeWitt, Dimmit, Eastland, Ector, Edwards, Fayette, Gillespie, Goliad, Gonzales, Guadalupe, Hamilton, Harris, Hays, Hidalgo, Karnes, Kendall, Kerr, Kimble, Kinney, Lampasas, Lavaca, Lee, Llano, Mason, Matagorda, Maverick, McCulloch, Medina, Menard, Midland, Mills, Nolan, Nueces, Pecos, Real, San Patricio, San Saba, Schleicher, Starr, Sterling, Sutton, Taylor, Terrell, Tom Green, Travis, Upton, Uvalde, Val Verde, Waller, Washington, Wharton, Williamson and Zavala.

CDPP grants are awarded twice a year for capital projects for volunteer fire departments, emergency responders, cities and counties, schools, libraries, civic groups, museums and other tax-exempt nonprofit organizations. The projects must benefit or be available to an

entire community and must improve the value of a capital asset by building, renovating or purchasing equipment.

Examples of recent awards include funding for emergency equipment for first responders; improvements to fire stations, parks, libraries and community centers; energy-efficient lighting and electrical upgrades for museums and community sports fields; air conditioning units for convention centers; rainwater catchment systems; and roof repairs and handicapped-accessible ramps for local museums and community halls.

Social service projects and limited-use facilities such as food pantries, transitional housing and substance abuse facilities are not eligible for CDPP funding. CDPP grants may not be used for planning or consultants, or training, workshops or seminars (with the exception of public firefighting organizations, including volunteer fire departments). Other ineligible projects include those that already are completed; in fundraising mode; religious sanctuaries or church-sponsored facilities that can be used only by members; land acquisition; debt-reduction campaigns; capital campaigns; program operating costs; administrative and/or indirect costs, such as personnel and overhead expenses, as well as grant writing and/or consulting fees; computer and/or video equipment or software; furniture; appliances; office equipment; or batteries.

Online grant applications are available in January and July.

Applicants requesting more than \$5,000 in grant funding must supply matching funds of at least 20 percent of the total project cost. Grants larger than \$25,000 are intended for particularly impressive and noteworthy projects with a far-reaching impact on a broad community. The larger grant category is extremely competitive, as funding in the \$25,000+ category is limited to 30 percent of the grants awarded. There is a minimum request of \$1,000.

The CDPP program places emphasis on projects for volunteer fire departments and those that address needs caused by wildfires or drought conditions, or include water conservation, energy efficiency or educational components.

[View recent CDPP grants.](#)



About LCRA Steps Forward



Can I submit a project for consideration?

LCRA primarily works with its wholesale power and water customers to identify service projects. Priority is given to projects in our customers' communities, and LCRA accepts applications for Steps Forward projects from city officials within those municipalities.

Steps Forward Day 2024 will be Friday, April 12. **The deadline to submit project applications is Dec. 8.**

What makes a suitable Steps Forward project?

Safety is a foundational value at LCRA and is a key consideration when selecting Steps Forward service projects.

A typical Steps Forward project will accommodate a team of volunteers who can work together to complete a task in a day. Suitable projects include painting, park cleanup, landscaping, trail repairs, library organization, cemetery cleanup, and minor building and playground rehabilitation projects.

For project ideas, read more about projects from [2021](#), [2022](#) and [2023](#).

How are projects chosen?

LCRA reviews each project application and assigns a team lead and safety representative to visit the work site to discuss the project's scope, needed equipment and safety issues. After our internal volunteer signup period ends, we will notify applicants if their project is formally accepted as part of Steps Forward Day.

How can I learn more?

For more information about LCRA Steps Forward, please contact us at StepsForward@lcra.org.

From: David Allen <da@aeg-austin.com>
Sent: Friday, November 10, 2023 9:00 AM
To: Mayor@highlandhaventx.com
Subject: Holiday Schedule

Olan, this fits into the schedule I sent you . **We had estimated delivery on January 10th so it should be close to that I hope.**

As far as was working on the holidays, no work is scheduled between the following dates:

**For Thanksgiving, Wednesday, November 22nd – Saturday, November 25th;
For Christmas between Friday, December 22nd- Wednesday December 26th; and
For New Years, Saturday, December 30th – Tuesday January 2nd.**

Let me know if you have any questions.

Thanks,

David A Allen, P.E.

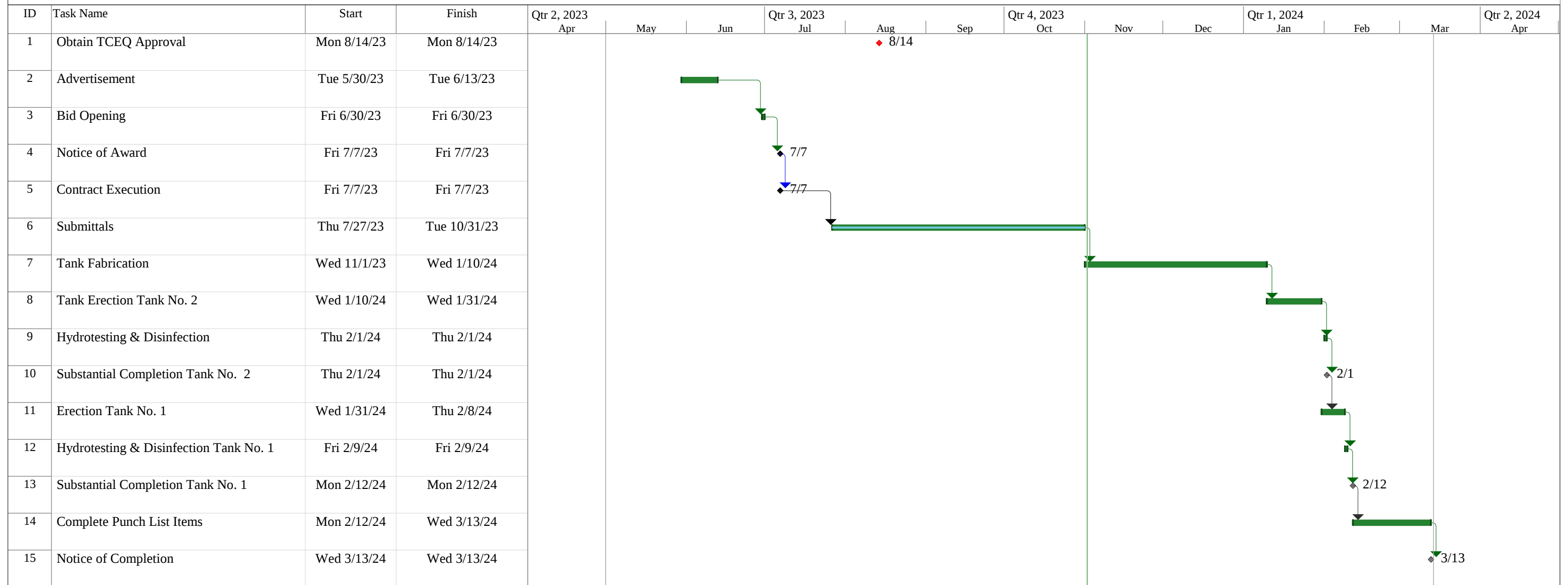
ALLEN ENGINEERING GROUP, INC.
1101 S. Cap of TX Hwy, Bldg D110
West Lake Hills, TX 78746



(p) 512-637-0126
(m) 512-632-0121

This transmission is intended only for use of the recipient(s) shown above and/or its authorized representative(s). It may contain information that may be privileged, confidential, and/or exempt from disclosure under applicable law. If you are not the intended recipient of this transmission, you are hereby notified that any disclosure, copying, use or distribution of any information or materials transmitted herewith, or the taking of any action in reliance on the contents of this transmission and its contents is strictly prohibited. If you have received this transmission by mistake, please notify the sender by return email and delete this email from your system.

HIGHLAND HAVEN GROUND STORAGE TANK IMPROVEMENTS



Project: Highland Haven Schedule 11. Date: Thu 11/2/23	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			